



## Recruitment Expense Reimbursement Procedures

- 1) **Allocation of Funds** – The University has allocated a maximum of **\$2,400** to the department to cover expenses associated with a recruitment process. These funds can be used to reimburse **both in-state and out-of-state** candidates for travel and lodging expenses or expenses incurred by the Search Committee that are directly related to the recruitment function.
- 2) **Distribution of Funds in an Equitable Manner** – The Departmental Search Committee shall have the ability to allocate any travel reimbursement funds in an equitable manner among candidates. If the department establishes a limit on the amount of reimbursement that a candidate may receive, **this limit must be communicated, in writing, to the candidate.**
- 3) **Reimbursable Expenses** – In accordance with the updated Board Resolution #08-34, In-State candidates are eligible for reimbursement for travel expenses, accommodations, and meals. Up to three (3) candidates shall be limited to the following four categories:
  - a) **Mileage and Tolls** – The University shall reimburse candidates for use of their personal automobile to transport themselves. Reimbursement shall be at the prevailing IRS mileage rate (see current travel information for the current mileage rate.) The University shall also reimburse a candidate for tolls incurred in this travel. A receipt is required for tolls. MapQuest should be used to verify and submit for reimbursement of mileage.
  - b) **Travel Expenses** – The University will reimburse candidates for other travel expenses incurred in the visit to the University. Air travel shall be restricted to coach and should be the most economical travel possible. Any expenses in this category must be documented with an **original receipt showing payment**. **NOTE:** Seat upgrades are not reimbursable. Refer to page 7 of the WCSU Travel Manual <http://www.wcsu.edu/travel/>.
  - c) **Meals** – The University shall reimburse candidates for meal expenses during the time of travel or the time of the visit. Reimbursement for meals will be based on the Federal GSA Per Diem rates for the Danbury area. Currently, the candidates' own meals may be reimbursed up to \$71 per day (\$12 for breakfast, \$18 for lunch, \$36 for dinner and \$5.00 for incidentals). Tips for meals are included in this daily allowance. Any expenses in this category must be documented with an **itemized original** paid bill or receipt. Expenditures should be limited to the cost of food only. WCSU is not permitted to reimburse for alcoholic beverages.
  - d) **Lodging** – The University will reimburse candidates for the cost of lodging. Any expenses in this category must be documented with an **itemized original** paid bill or receipt. Please refer to the University's preferred hotel list. **Please note that hotel expenses should be paid by the candidate and will be reimbursed upon proper submission of original paid bill or receipt.**
- 4) **Candidate Reimbursement Procedure** – Eligible expenses for candidates are submitted to the Human Resources department on the **Candidate Reimbursement Form**, which can be found on the WCSU Human Resources website: [http://wcsu.edu/hr/forms/WCSU\\_HRForms.asp](http://wcsu.edu/hr/forms/WCSU_HRForms.asp) Both the Department Chairperson and the Academic Dean must approve the reimbursement before the Human Resources department will process the reimbursement for a candidate.
- 5) **Reimbursement for Meals and Refreshments Incurred by Members of a Search Committee** – If a member of the Search Committee incurs an expense associated with the recruitment process for a candidate, those expenses are reimbursable. Examples of these expenses are meal expenses while entertaining a candidate or purchasing refreshments served at an interview. Reimbursement per person for meals will be based on the Federal GSA Per Diem rates for the Danbury area. Tips for meals are included in this daily allowance. **WCSU is not permitted to reimburse for alcoholic beverages.** The person requesting reimbursement for meals and/or refreshments should submit a **Disbursement Form for Searches**, which can be found on the WCSU HR website: [http://wcsu.edu/hr/forms/WCSU\\_HRForms.asp](http://wcsu.edu/hr/forms/WCSU_HRForms.asp) **noting the PC# for the search and the candidate's name on the form.** Any expenses in this category must be documented with an **itemized original** paid bill or receipt noting the names of all attendees. Should you require services from the Sodexo Dining Service, please complete the **Food Service Policy Request Form**, which can be found on the WCSU Human Resources website: <http://www.wcsu.edu/hr/forms/WCSU-HRForms.asp>, following the directions on the

form. **Please note the candidate's name and position they are applying for on the form as well all the attendees.** The Federal GSA Per Diem rates apply to meals served by Sodexo as well. Once the form is completed, it should then be sent to the Human Resources office for assignment of the budget code and processing.

- 6) **Mileage Reimbursement for Members of the Search Committee:** Mileage reimbursement shall be at the prevailing IRS mileage rate (see current travel information for current mileage rate.) If an employee transports a candidate in their personal car resulting in the need to submit a claim for mileage reimbursement they must complete and submit the appropriate travel forms: **(NOTE: picking up a candidate at a NY airport would be considered Out of State Travel):** You must follow the current Travel Procedures. Please refer to the WCSU Travel Website. <http://www.wcsu.edu/travel/>. Once final paperwork has been approved, the forms can be sent to Peggy Boyle in Human Resources for assignment of the Banner Org number and for final approval and processing.

**Please make sure that ORIGINAL ITEMIZED RECEIPTS are submitted for all meals, travel, etc. from both the Employee incurring the expense(s) and from the Candidate.**

Both the Department Chairperson and the Academic Dean should approve all expenses prior to submitting them to Human Resources for final approval and payment.

**Please Note:** All expenses must be submitted for reimbursement prior to the end of the fiscal year in which they occur. Any expenses submitted after June 30<sup>th</sup> will not be guaranteed reimbursement.